

~~CONFIDENTIAL~~

Reports: 2  
(signed)

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE: 28 December 1953

FROM *Acting*: Chief, Space, Maintenance and Facilities Division

SUBJECT: Report of Operation by the Space, Maintenance and Facilities Division during the month of November 1952 and November 1953

Volume:

	<u>1952</u>	<u>1953</u>
1. Requests for services processed during the month of November.		
A. New requests by memorandum or requisition	264	240
B. On hand prior to November 1	39	38
	<u>303</u>	<u>278</u>
C. Written orders placed with GSA	181	60
D. Written estimates to PBS	--	110
E. Number on hand as of 30 November	19	25
F. On hand 60 days or more and not yet submitted to GSA	0	0
2. Funds obligated during the month of November		
1. Routine alterations and installations	\$ 18,625.00	\$ 7,594.00 ✓
2. Estimated cost of Item C	4,237.00	-- -- --
3. Estimated cost of other allotments (09)	3,040.00	1,834.00
	<u>\$ 25,902.00</u>	<u>\$ 9,428.00</u>
4. Protective service (GSA Guards)	95,260.00	101,676.00
5. Laborers and Trucks (from GSA)	5,334.00	5,444.00
3. Sums paid to GSA during July		
1. Alterations and installations	56,845.00	9,969.00
2. Guards	171,931.00	15,617.43
3. Laborers and Trucks	8,449.00	18,242.19
4. Firemen and Laborers	3,006.00	1,691.34
	<u>240,231.00</u>	<u>45,519.96</u> ✓

4. Work Load Status

	<u>1952</u>	<u>1953</u>
A. Orders submitted to GSA non-reimbursable	13	5
Verbal	<u>490</u>	<u>250</u>
	503	255
B. Inter-office memorandum	28	25
Inter-agency letters	3	1
C. Space moves during November	8	8
Total personnel moves	247	137
Estimated cost	\$5,023.00	\$4,804.00
D. Number of requests on which orders have been placed but work has not been completed		
30 days old	29	
60 days old	22	
90 days old	23	
120 days old	25	

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